



**U.S. Army Contracting Command**



# ***Army Contracting Command Government Purchase Card (GPC) Orientation Training***

**ACC-NJ**





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***Is this a job for you?***

***“Here’s how I think we can do this...”***

***BILLING OFFICIAL & CARDHOLDERS***

***“What have I gotten myself into this time?”***



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***Who do we all work for?***





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## **Conditions for Use**

### **THRESHOLD LIMITATIONS \$\$\$\$**

**Am I within my spending limits, single purchase and monthly???**

**Use of the purchase card is subject to the following limitations:  
(SINGLE PURCHASE LIMIT \$3,000 OR BELOW)**

- **\$3,000 for SUPPLIES**
- **\$2,500 for SERVICES**
- **\$2,000 for CONSTRUCTION**
- **\$3,000 for COVENIENCE CHECKS**

**SINGLE PURCHASE LIMIT:** The maximum amount a cardholder is authorized to spend on any one transaction.

**\*\*The single purchase limits are established by law - NOT POLICY, therefore there are**

**NO EXCEPTIONS!**

**30 DAY PURCHASE LIMIT:** The maximum amount a cardholder may spend during the billing cycle.

**30 DAY OFFICE LIMIT:** The Billing Official's maximum limit that can be spent by their cardholders over the billing cycle.

**REMEMBER - Until Budget gives you the money,  
you have NONE!!!**



# ***IT'S THIS EASY***

## **➤ BILLING OFFICIALS**

- **provide prior written approval for cardholders transactions**
- **monitor activity of cardholders**
- **remind cardholders to APPROVE purchases during the cycle**
- **final approve all cardholders & certify or approve the billing statement by selecting the MA/DA Button after the end of each cycle**
- **CHECK % FULFILLED FIELD**
- **BO is required to keep all original receipts & documentation, for each purchase made for six years and three months.**
- **DAU or CLASSROOM Certificate updated yearly**



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### **Duties and Responsibilities** **Billing Officials**

- Establish parameters for cardholders - setup your rules
  - **Create Internal Controls**
- Ensure Cardholders are provided initial and refresher training ANNUALLY - DAU CLG 004 or CLASSROOM
- Ensure all purchases have necessary pre-approvals
- Reviews assigned Cardholder's statement (approve in the absence of cardholder - "switch roles")
  - **DO NOT ROUTINELY APPROVE TRANSACTIONS FOR CARDHOLDERS - It's THEIR JOB! - Audit Agencies view this as a CONFLICT OF INTEREST & indicator of FRAUD.**
- 7:1 Ratio - 7 accounts per Billing Official
- Ensure files are in an auditable condition (by purchase, by monthly cycle)





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### ***Duties and Responsibilities - Billing Officials***

- **Review supporting documentation** and itemized receipts
- Retains copy of Billing statement and ALL ORIGINAL supporting documentation (receipts, logs, invoices, approvals, etc.) and performs annual file audits of all cardholders
- Ensure non-expendables are coordinated with the Property Book Office (PBO)
  - Accountable property = anything with serial number, high value item, pilfer able
  - Before purchase, check with PBO for YES or NO, get log #
  - After purchase, use FORM DD250 to get signature of person who takes property for file & get stamped by PBO for file
  - IF NOT PBO required, still get Hand Receipt - will be required for audit
  - YOU ARE HELD ACCOUNTABLE - protect yourself
- Final Approve all Cardholder transactions (should be done weekly)
- Ensure PR % FULFILLED Field is between 0 - 100% - \$100 maximum

▪ Validate and verify Billing Statement and Certify for



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## ***Duties and Responsibilities - Billing Officials***

- **Notifies A/OPC of cardholder account closures in writing**
- **Resolves any questionable purchases with the Cardholder and follow-up as necessary - REJECT any transaction that is improper**
- **Development of local Standard Operating Procedures (SOP)**
- **Obtains mandatory refresher training annually to include COL**
- **Notifies the A/OPC to reassign or suspend the Billing Official account 30 days PRIOR to departure or reassignment**
- **Certifies for payment the official invoice/billing statement NLT FIVE business days at the end of the billing cycle in**



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## ***BILLING OFFICIALS***

***“You are responsible for everything purchased and to make sure the billing statement is certified /approved ”***





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***IT'S THIS EASY***

## ➤ **CARDHOLDERS**

- **MUST USE authorized suppliers - OFFICE SUPPLIES!!!!**
- **Get pre-approval from billing official in writing**
- **Create PR in GFEBS (eORDER). Air Force does not use GFEBS.**
- **Purchase item**
- **Match (eORDER) to transaction (this APPROVES the order)**
- **AF matches orders in Access Online (AXOL)**
- **Get work done in AXOL as soon as possible during the cycle - don't wait until the end of the cycle**
- **keep all receipts & documentation - TURN OVER TO BO**
- **Annual refresher training**
- **maintain a log of each transaction - REQUIRED!!!!**



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## ***Training and Account Setup***

**Provide the following necessary documentation to your Agency Program Coordinator at the following email:**

**[usarmy.ncr.hqda-acc-ncr.mbx.purchase-card@mail.mil](mailto:usarmy.ncr.hqda-acc-ncr.mbx.purchase-card@mail.mil)**

- **GPC Account Setup Nomination/Maintenance Form** contact your GPC Office for the latest form.
- **DAU CLG 001 Government Purchase Card (initial training)**
- **DCO TRAINING** please contact the GPC Office for scheduled dates refresh (Annual)
- **Ethics Training Certificate (Agency provided Ethics training or DAU CLM 003 (Annual))**
- **CERTIFYING OFFICER LEGISLATION (COL) TRAINING - BO & ABO only - (Annual)**
- **DAU CON 237 for Advanced accounts only - BO, ABO and CH have to complete the**
- **course to have a card issued with a 25k SPL limit only - (Annual)**
- **DCO Training (can be refreshed by taking DAU CLG 004 but the DCO and CLG 004 has to be alternated you cant take CLG 004 in back to back years.**



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## **ESTABLISHING A MANAGING ACCOUNT**

- **Span of Control - No more than 7 CHs to 1 BO.**
- **Separate managing accounts must be established to segregate supply/equipment accounts from training accounts.**
- **GPC Training cards must be issued to Training and Education Office Personnel and used solely for this purpose. Training Cards (accompanied by an SF812) can**





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# **ACCOUNT SETUP PROCESS**

- Setup packet sent to:  
[usarmy.ncr.hqda-acc-ncr.mbx.purchase-card@mail.mil](mailto:usarmy.ncr.hqda-acc-ncr.mbx.purchase-card@mail.mil)
- APC confirms all required documentation
- APC keys information into PCOLS
  - Tokens sent when necessary - explain
  - *Work address must be confirmed in DEERS to match nomination form for both cardholders & billing officials*
- Cardholder Setup is routed for approval to:
  - Billing Official; Billing Official Supervisor; Cardholder; Cardholder Supervisor; Resource Manager; AOPC to finalize setup and to send WELCOME EMAIL
- Billing Official Setup is routed for approval to:
  - Billing Official; Billing Official Supervisor; Resource Manager; AOPC to finalize setup and to send WELCOME EMAIL



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## ***Conditions for Use***

**CARDHOLDERS: does your purchase request meet these requirements:**

**1. MISSION ESSENTIAL**

**2. BONA FIDE NEED**

- Gain the benefit of the purchase in the next 3 months
- **SERVICES: start within 3 months**

**3. MEETS THE GOVERNMENT'S MINIMUM NEEDS**

- **The card may be used only by the individual issued the card per IAW FISCAL Law & Army Policy**
- **- The maximum single purchase limits are established by law**
- **NO EXCEPTIONS**
- **Purchases \$3,000 or below do not require competition but file must be documented that the price is fair and reasonable**
- **No backordering of merchandise is allowed**



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***The purchase process:***

***BILLING OFFICIALS***





- **Develop and implement effective written Internal Control procedures.**
- **Internal Controls must comply with existing laws, regulations, contracts, agency policies and procedures Your procedures can SUPPLEMENT but can not supersede existing guidance**
- **Establish purchase limits and ensure accounts are bulk funded prior to cardholders making purchases**
- **Submit memorandum to APC for changes to cardholders accounts**



- **Verify Funding is available for Purchase**
- **Verify item being purchased is an authorized item**
- **Verify CH has screened Mandatory Sources**
- **Pre approve all purchases at any dollar amount in writing.**
- **Verify Funding is available for Purchase**
- **Approve/certify monthly billing statement timely to maximize rebates.**



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**Certify the monthly  
statements regardless of  
whether or not  
transactions have been  
made!!!**



- **Organize records for easy access and review.**
- **Retain original invoices and records of accounts for six years and three months. Records are the property of the Government.**



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## **ESTABLISHING A CARDHOLDER ACCOUNT**

- **A GPC can only be created on an existing BO account in good standing.**
- **All training must be up to date for the BO, ABO and CH in order to have a card issued.**
- **GPC supplies/service card must be issued for those purchases only.**
- **GPC Training cards must be issued to Training and Education Office Personnel and used solely**





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# **ESTABLISHING A CARDHOLDER** **ACCOUNT**

- **Once account is setup, you will receive email notification.**
- **You will receive Procurement Authority Letter for the BO, ABO and CH**
- **BO and ABO will receive USERID and Password from their APC. CH's will create their own USERID and Password on the Access Online website**
- **CH should verify accuracy of card (*i.e. correct name*)**

**<https://access.usbank.com>**



## ***Responsibilities of Cardholders\_***

- Obtain all necessary pre-approvals PRIOR to making a purchase
- Screen/exclude mandatory sources of supply in accordance with Federal Acquisition Regulation (FAR) Part 8 - YOUR RESPONSIBILITY
  - DOCUMENT WHY ANY NON MANDATORY SOURCE WAS USED IN MEMO OR ON PREAPPROVAL
  - DOCUMENT ANY QUESTIONABLE SOURCE: HOME DEPOT; LOWES
- Ensure PR % FULFILLED Field is correct - 10% over but no more than \$100
- Maintain and track transactions in AXOL Banking System
  - Match all orders, credits & rebates
  - Maintain a log of all transactions - REQUIRED!!!!
- Print monthly statement from AXOL Banking System
- Maintain ALL original receipts and other supporting documentation until turned over to the Billing Official at the end of the cycle
- Resolve questionable transactions with vendor and track items billed but not received - NEVER DISPUTE UNTIL CYCLE IS CERTIFIED
- **Rotate, Rotate, Rotate** - Micro-purchase laws and regulations



## ***Responsibilities of Cardholders***

**Maintain physical security of the card. The card should **NEVER** be surrendered until it has been terminated.**

**Report account closures/terminations 30 days PRIOR to your departure. A terminated card can still have orders created, matched & approved.**

**Termination memorandums must be submitted in writing to the A/OPC AFTER Level IV POC and Billing Official signatures are obtained.**

**NEVER let another individual use your card! ☑ NO EXCEPTIONS !!**  
**!**

**As a cardholder **you** are given delegation of authority to purchase**

**essential mission related supplies and services with the GPC purchase card ☑ not your BO. Remember: it is the cardholder's name that is embossed on the GPC VISA credit card as per Fiscal Law and Army Policy, no other individual is authorized to use the credit card or the card number.**



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***The purchase process:***

***CARDHOLDERS***



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## ***Purchase Process***

### ***IDENTIFY THE NEED***

- Does it satisfy a *mission essential, bona fide need*, at a *fair and reasonable price*, and *meet the Government's minimum needs*?
- For any questionable items or in unique circumstances, first check the ACC-NJ SOP or ARMY GPC OPERATING PROCEDURES.
- Also check the FAQ Documents on the WEBSITE
- If you still have questions or need further assistance, then contact any A/OPC for assistance or guidance.



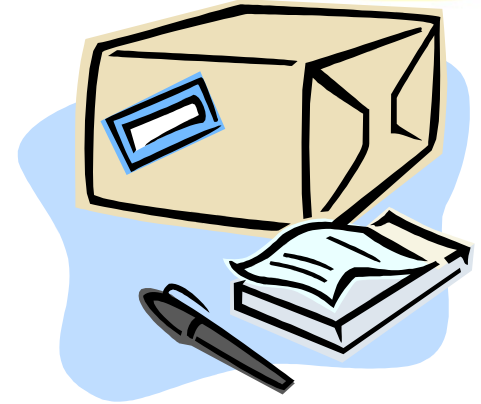


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### ***Purchase Process Making the Purchase***

- **Ensure Delivery within 30-45 days**
- **Confirm pricing**
  - **Taxes - NOT PAID**
  - **Shipping - ALLOWED TO BE PAID**
- **Obtain Itemized receipt for your files - must show every item**
- **Government purchases are sales tax exempt: Tax Exempt Number is: 35-1880470**



**TAX EXEMPTION WEBSITE:**

**<http://apps.fss.gsa.gov/services/gsa-smartpay/taxletter/>**



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# ***Purchase Process***

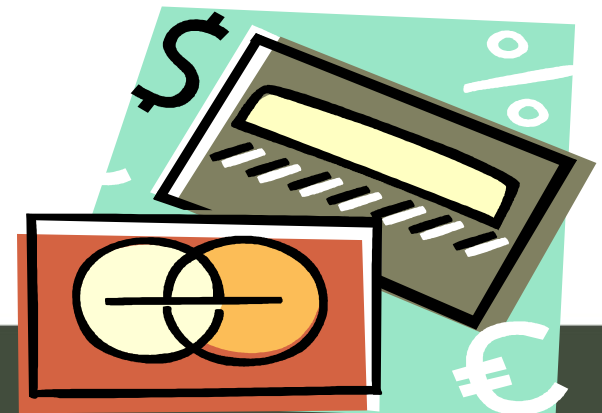
## ***Verify Threshold Limitations***

**Am I within my spending limits, single purchase and monthly?**

**To reiterate - Use of the purchase card is subject to the following limitations:**

**(LIMITED TO \$3,000 OR BELOW)**

- **\$3,000 for Supplies**
- **\$2,500 for Services**
- **\$2,000 for Construction**
- **\$25,000 for Training Cards**





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# **Payment Process, Suspension, Cancellations & Disputes**

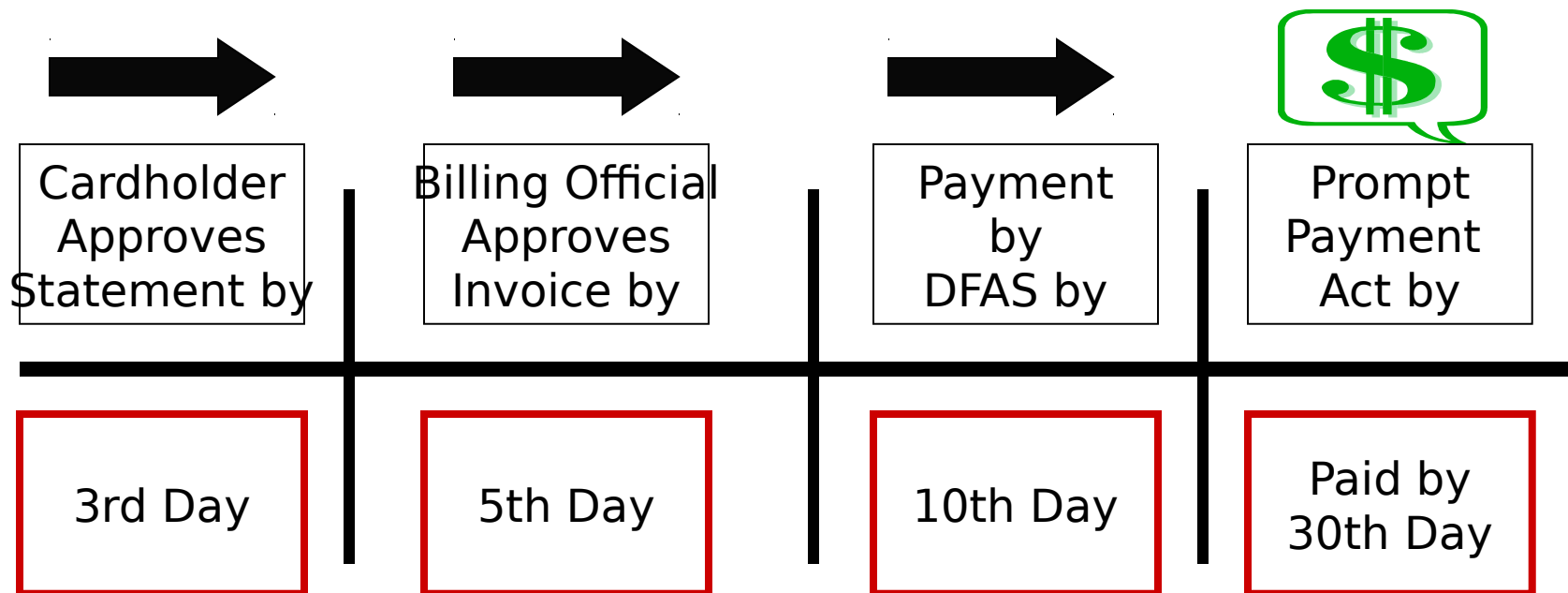


## **Payment Process**

- ***Billing cycle ends on 19<sup>th</sup> of the month unless it falls on a Saturday, Sunday or holiday.***
- ***Cardholders are locked out of the account 15 calendar days after the end of billing cycle if they have not approved the statement.***
- ***Billing official may approve transactions on behalf of cardholders.***



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## MUST BE CHECKED - % FULFILLED

U.S. Bank Access® Online

United States Army  
Our Payment Products Logout

**usbank** Transaction Management  
Transaction Detail

Request Status Queue  
Active Work Queue  
System Administration  
Event Driven Notification  
Account Administration  
Order Management  
Transaction Management  
Managing Acct List  
Transaction List  
Account Information  
Reporting  
Dashboard  
Data Exchange  
My Personal Information

Home  
Contact Us  
Training

Card Account Number: \*\*\*\*\*0181, DAVID P ZYLMAN  
Card Account ID: 312095040647  
[Create](#) [Manage](#) [Managing Acct List](#) [Trans List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
00		04/23	04/24	NORTHEAST SANITATION I	978-579-0015, MA	750.00		000000000000000000	202010D14 314723TROTIJA57AMJS.0016941.1.008     [N] [A]

☐ Disputed ☐ Matched ☐ Exception ☐ Trans Detail Level ☐ Reallocated

[Summary](#) [Match](#) [Allocations](#) [Comments](#) [Approval History](#)

The Match tab provides information on what the transaction has been matched to.  
To view the details, click on the "View Matched Order" link.  
To unmatch, click the "Unmatch" button.

**Matched Order** [View Matched Order](#)

Order Date: 04/19/2014 Unique Control Number: Yes Match Status: 37.50%  
Control Number: 2100575856-00010 Source: ARMYOFEB5  
Amount: 2000.00 Match Source: 1dpzylman Last Match Date: 04/28/2014  
Merchant Name: FY14 MAY UNH OMA Account #: \*\*\*\*\*0181

[Unmatch](#)

Line Item Detail - Order

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount	Item Code	Commodity Code	Usage Code
	FY14 MAY U OF NEW HAMPSHI	1.0000	AU	2000.00	2000.00	100.00			

[<< Back to Transaction List](#)

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0% to 100% only - \$100.00 max



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## EXAMPLE OF LOG

SCCS LOG EXAMPLE.xlsx - Microsoft Excel

DATE PR ISSUED	PR CONTROL NUMBER	VALUE	VENDOR	ITEM	AMOUNT
4/7/2014	2100392682-0000	\$ 2,992.78			
TOTAL VALUE OF BULK PR		\$ 2,992.78	REMAINING VALUE OF PR		\$ 2,992.78
3/31/2014	2100497145-0000	\$ 587.99			
TOTAL VALUE OF BULK PR		\$ 587.99	REMAINING VALUE OF PR		\$ 587.99
3/23/2014	2100472914-0000	\$ 2,955.54	ALPHAPOINTE ASSOC	UNKOWN ITEMS	\$ 2,954.22
TOTAL VALUE OF BULK PR		\$ 2,955.54	REMAINING VALUE OF PR		\$ 1.32
2/5/2014	2100454315-0000	\$ 20.00	UNICOR	FURNITURE	\$ 15.39
TOTAL VALUE OF BULK PR		\$ 20.00	REMAINING VALUE OF PR		\$ 4.61
1/29/2014	2100392791-0000	\$ 2,992.78	THE SUPPLY ROOM	OFFICE SUPPLIES	\$ 2,992.78
TOTAL VALUE OF BULK PR		\$ -	REMAINING VALUE OF PR		\$ -
1/13/2014	2100412764-0000	\$ 725.75	MECKS BUILDING CENTER	MATERIALS FOR DOCUMENTED PROJECT	\$ 712.80



- **Any unpaid Balance that is  $>$  than 30 days past due is considered delinquent**





➤ **Any unpaid Balance that is  $>$  than 60 days past due will result in suspension of the BO account.**





➤ **Any unpaid Balance that is  $>$  than 90 days past due will result in cancelation of the BO account.**





# **Suspension and Cancellation of Accounts**

- **Any unpaid Balance that is > than 30 days past due is considered delinquent**
- **Zero tolerance for delinquencies.**
- **At 180 days delinquent, the entire level is suspended.**







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- **First time the BO account is not certified/approved on time the BO account is suspended for 7 days**
- **Second time the BO account is not certified/approved on time the BO account is suspended for 14 days**
- **Third time the BO account is not certified/approved on time the BO account is suspended for 21 days**
- **Fourth time the BO account is not**



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# AND WHAT HAPPENS IF YOU DO CERTIFY ON TIME?





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# ***REBATES!!!***

When your account is  
paid on time, your account  
receives  
**REBATES!!!**





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***So what happens if you don't  
follow the rules?***

***DISCIPLINARY ACTION CAN BE  
TAKEN***



- **Pecuniary Liability - 10 U.S.C. 2735 a(c)**
- **Civil Liability - 31 U.S.C. 3729**
- **Criminal Liability - 18 U.S.C. 287 and UCMJ**





## **Disciplinary/Administration Actions**

- **Counseling**
- **Notation in performance evaluation**
- **Reprimand**
- **Suspension or Termination**
- **Criminal Prosecution**
- **Cardholder/Billing Official may be liable to repay unauthorized transactions**





## ***Stolen or Lost Cards***

- **Stolen or lost purchase cards must be reported immediately to US Bank @ 888-994-6722.**
  - ❖ **Notify billing official of stolen or lost card within one working day of discovery.**
  - ❖ **File police report if stolen.**
- **Billing official shall submit incident report to APC within five (5) working days.**





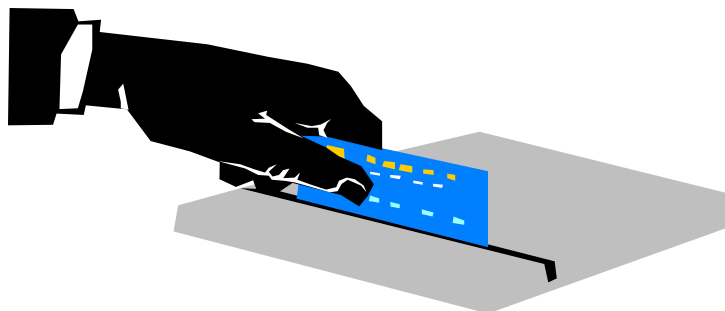


- **Report as a minimum should include the following information:**
  - **Cardholder Number**
  - **Managing Acct Number**
  - **Date/location of loss**
  - **If stolen, date police notified**
  - **Date and time US Bank notified**



# ***Account Rejections***

- **Transactions may be declined by US Bank**



- **Vendor may ask for another form of ID**

- **BO or CH Account Suspended/Closed**
- **Incorrect Merchant Category Code Identified**
- **Exceeding Purchase Limits**



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## ***Account Rejections***

**Q: What should you do if your card is rejected?**

**A: Call USBANK customer service at 1-888-994-6722**



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# ***Mandatory Sources of Supply***



# **SUPPLIES**

## **Services**

**Your  
Own  
Agency  
Inventory**

**Excess  
from  
other  
Agencies**

**(UNICOR)  
Federal  
Prison  
Industries**

**Ability  
One**

**DoD  
Email**

**Wholesale  
Supply  
Sources**

**GSA  
Advantage/Mandatory  
Federal  
Supply  
Schedules**

**Open  
Market**



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# **SERVICES**

**Ability  
One**

**FSS/GSA**

**UNICOR**

**DLA  
Printing  
Service  
S**

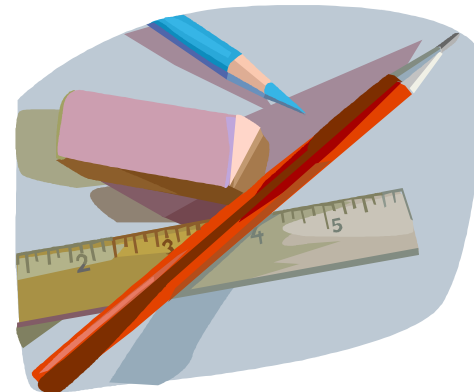
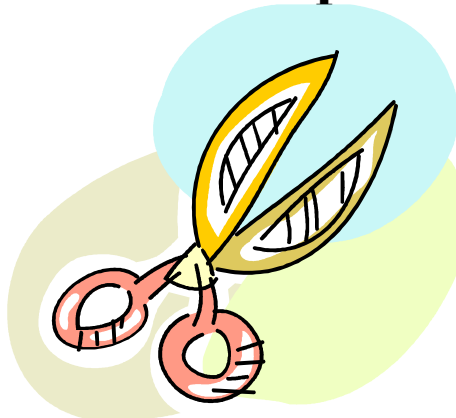


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## ***Mandatory Sources of Supply***

- **OFFICE SUPPLIES** - there are **MANDATORY SOURCES**
  - **Federal Acquisition Regulation (FAR) Part 8**
- **Ability One Program** requires the Government to **purchase supplies or services on the Procurement List from Ability One participating nonprofit agencies if they are available within the period required**







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**WHY MUST I PAY MORE FOR CERTAIN PRODUCTS?**

## **ABILITYONE *FORMERLY* SKILLCRAFT**

**The procurement of products and services through JWOD provides long-term, stable employment for individuals who are blind or have other serious disabilities. In many cases, it is their only vocational option.**

**JWOD/Ability One Products are available at:**

- Self-Service Supply Centers (SSSC)**
  - On line: any Ability One Store**
    - DoD Email Army FSSI Office Supplies Program**
    - GSA Advantage - Ability One FSSI Vendors**
- [www.gsaadvantage.gov](http://www.gsaadvantage.gov) or on the DoD**

**Email**

**When using these sources, you do not have to worry about “splitting purchases” because Ability One has a government contract. The limit for these**



## **PURCHASE OF OFFICE SUPPLIES**

- **First:** Ability One affiliates (VIB) usually Base Supply Stores, frequently called Self Service Supply Centers (SSSC). If the cardholder has access to an INSTALLATION (Army, Air Force, Navy, makes no difference) they may go there first
- **Second:** The Army FSSI Vendors located at the DoD E-mall or GSA Advantage (Ability One Section).
- **Third:** An open market merchant. **DOCUMENTED EMERGENCIES ONLY!**
- The Army policy is very restricted in this regard. Even if a merchant is in FSSI, the card holders are not authorized to go to the merchants own website directly **UNLESS** the E-Mall has been down 24 hours or more.



## **DoD EMALL**

- Ability One products are typically obtained from an approved wholesaler.
- ***While customers are encouraged to comparison shop between Ability One distributors for the best value, they cannot substitute commercial items for Ability One items, because Ability One products are mandatory purchases at any dollar amount.*** Recent procurement reform measures did not create any exceptions to the requirement to buy Ability One. Neither "micropurchasing" authority nor the use of the government purchase card waivers supersedes or bypasses the Ability One requirement.
- From Ability One SKILCRAFT®, office supplies and cleaning products to military-unique items, you can find it on the DoD EMALL. Department of Homeland Security customers have been instructed to utilize the Department of Defense EMALL except in cases where an Ability One-operated Base or Federal Supply Center (NIB/NISH retail



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# GSA ADVANTAGE

Screenshot of the GSA Advantage! Online Shopping website interface.

**Navigation Bar:** Includes links for My Account, NSN Ordering, Get Quotes, Help, Register, and Login. Below these are links for Home, My Account, Order History, Login, Help, Reports, GSA eLibrary, GSA eBuy, and News.

**Search Bar:** Features a search input field, a 'Go' button, and a 'Products' dropdown menu.

**Products List:** A vertical list of product categories including Building & Industrial, Electronics & Technology, Facilities & Supplies, Furniture & Furnishings, Law Enforcement, Fire & Security, and more.

**Special Programs:** A section highlighting various programs such as Environmental Products, Disaster Relief Products, Wildland Fire Products, Security Related Products, and AbilityOne Products. A red arrow points from the 'AbilityOne' text in a blue box to the 'AbilityOne Products' link in this section.

**Strategic Sourcing:** A section titled 'Leveraging Government buying power to get you the best value and price.' It includes dropdown menus for 'Products' and 'Services', and a link to 'View All Strategic Sourcing Offerings'.

**Footer:** Contains the GSA Advantage! logo and a list of links: Home, My Account, Order History, Login, Help, Reports, GSA eLibrary, GSA eBuy, and News.



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https://www.gsadvantage.gov/advantage/search/specialCategory.do?cat=ADVJWO

File Edit View Favorites Tools Help

My Account | NSN Ordering | Get Quotes | Help | Register | Login

A service of the U.S. General Services Administration

Shop by Category Search Products Go Advanced

Home > AbilityOne Program

## AbilityOne Program

Welcome to the GSA AbilityOne Program aisle on GSA Advantage.

The AbilityOne program provides a wide array of SKILCRAFT and other solution Federal customers, while creating employment opportunities for more than 48, have other severe disabilities throughout the U.S.

Throughout GSA Advantage, AbilityOne items will be identified with the AbilityOne icon. The AbilityOne aisle is designed for you to search only AbilityOne items. To begin, browse options below.

For more information about the program, and its role in federal acquisition, please visit [www.abilityone.gov](http://www.abilityone.gov)

**Product Search**

Enter keywords, part# / NSN

**Product Categories**

- All AbilityOne Categories
- All AbilityOne Categories
- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Law Enforcement, Fire & Security
- Office Equipment
- Office Supplies & Equipment FSSI**
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

Search

**Browse GSA AbilityOne Categories**

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Law Enforcement, Fire & Security
- Office Equipment

**more about...**

See for purchase from people who are blind or disabled. [learn more »](#)

**Industries for the Blind (NIB)**  
opportunities for economic and personal growth for people who are blind primarily through training and improving employment. [learn more »](#)

**National Industries for the Severely Handicapped (NISH)**  
Creating employment opportunities for people with severe disabilities. [learn more »](#)

**SKILCRAFT**

SKILCRAFT™ is the brand of choice for federal purchases. When you choose SKILCRAFT and other AbilityOne products, you are helping provide job opportunities for people who are blind or have other severe disabilities.

**More Resources**

**AbilityOne Solutions Brochure** [view brochure »](#)

**FAR Subpart 8.7**  
Acquisition from nonprofit agencies employing people who are blind or severely disabled. [view regulation »](#)

\*\*\* WARNING \*\*\*  
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[Privacy and Security](#)

Type  
keyword

Select  
Category





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# GSA Advantage

## Micro Purchase Orders

- **Attempt to distribute by using multiple vendors.**
- **Order minimums currently \$100, some vendors will accept lower. (use “Park Cart” feature)**
- **Purchase an item that is a close second to intended item. No bells/whistles.**
- **Issues - 800-488-3111 or [mashelpdesk@gsa.gov](mailto:mashelpdesk@gsa.gov)**





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## ***Mandatory Sources of Supply***

### **DAPS is MANDATORY SOURCE FOR ALL PRINTING/COPYING**

**The Federal Acquisition Regulation (FAR) Subpart 8.8 states that printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501). FAR 8.802 prohibits directly contracting commercial sources.**

**You can setup an ON-LINE account to do everything on the internet.**

**Cardholders who go directly to commercial sources without DAPS authority could be held pecuniary liable for the cost of unauthorized printing.**

**A GPC DAPS CARD can be issued that allows a \$25,000 single purchase limit. It can only be used for DAPS printing.**

**\*\*NO printing is authorized at Kinko's, ABC printing, or any other commercial establishments.\*\***





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# **EXCEPTIONS**



- **EMERGENCIES** will happen - for supplies or printing
- Can use open market for small purchases when necessary
- These types of purchases will be looked at when audited
- Document the reasons for these purchases



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## ***Mandatory Sources of Supply***



### **MANDATORY BUY RECYCLED PROGRAM**



**FEDERAL ACQUISITION REGULATION, EXECUTIVE ORDER 13101 AND RESOURCE CONSERVATION AND RECOVERY ACT OF 1976 MANDATES THE PURCHASE OF GOODS MADE WITH RECYCLED MATERIALS TO THE GREATEST EXTENT POSSIBLE.**

**EXCEPTIONS: (1) Unreasonable price, (2) Does not perform to a reasonable standard; (3) not available within a reasonable timeframe.**

**VISIT - [www.gsa.gov/gogreen](http://www.gsa.gov/gogreen) for a list of products and services**



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## ***HAZARDOUS MATERIALS (HAZMAT)***

- **Contact your Environmental Engineers or your Safety Officer to guide you.**
- **The CARDHOLDER is responsible for disposal of Hazardous Materials & can be held personally accountable**





## ***Mandatory Sources of Supply***

### **OFFICE FURNITURE**

- **UNICOR must be considered first. If UNICOR is NOT chosen, the file must be documented as to why. If the cost is over \$3,000 a contract would be required and the GPC not used.**
- **[www.unicor.gov](http://www.unicor.gov)**



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# ***Mandatory Sources of Supply***

- **DOD EMALL (Army Mandatory BPA/Base Supply Store)**
- **ABILITY ONE: Rubber Stamps (Arbor School Products) and Clocks (Chicago and Seattle Lighthouse for the Blind)**
- **DAPS/GPO - Printing or copying services (can use BASIX STORE LOCATED ON POST) <http://www.daps.dla.mil/index.html>**
- **UNICOR (Office Furniture) - (Federal Prison Industries) Must be considered first & if not, document why**
- **Dept of Heraldry (<http://www.heraldry.army.mil>) - Unit Guidons, flags, battle streamers, Unit Crest /Patches Certified Manufacturers)**
- **CHESS: All commercial off-the-shelf (COTS) software, desktops, notebook computers, VTC equipment and IT equipment (routers, servers, printers, cables, connectors etc.)**

**CHESS Website: <https://chess.army.mil>**

**A CHESS non availability form is required prior to purchasing these items outside of these agreements.**



## **Open Market Purchases**

- **An open market (commercial) vendor should be the last vendor screened for the cardholder.**
- **If a cardholder is making purchase from a store or contacting the merchant via email, phone or online and not using any government specific website such as (Ability One, DoD Email, or GSA Advantage), your cardholder is probably making an open market purchase. This is not authorized without proper written justification that must be attached to the transaction documentation**



## **Open Market Purchases**

- When goods or services are **not available** from mandatory sources of supply, they can be purchased on the open market .
- You must first screen all mandatory sources. If the item is available you have to buy it there.
- Supplies and Services from mandatory sources have been determined to be a fair and reasonable price. However, you should always ask, “Is this the





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## **Open Market Purchases**

- **Obtain a fair and reasonable price for purchases.**
  - **A reasonable price is a price that a competent buyer would be willing to pay given market conditions and alternatives for meeting the requirement (FAR Part 13.203)**
- **Rotate sources to promote competition**
  - **To the maximum extent practicable, micropurchases shall be distributed equitably among qualified supplies (FAR Part 13.202)**



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# ***Returns and Credits***

- **Make a copy of the receipt for your documentation**
- **Returns and credits are to be applied back to the purchase card**
- **Never accept in store credit or cash**
  - **A store credit or cash breaks the audit trail**
- **The credit is matched to the original PR for that transaction**
  - **NOTE: some Commands prefer CREDIT PR created**
  - **Follow your Command directive**
- **Match and then Approve the credit (BANK)**



new  
card  
(US

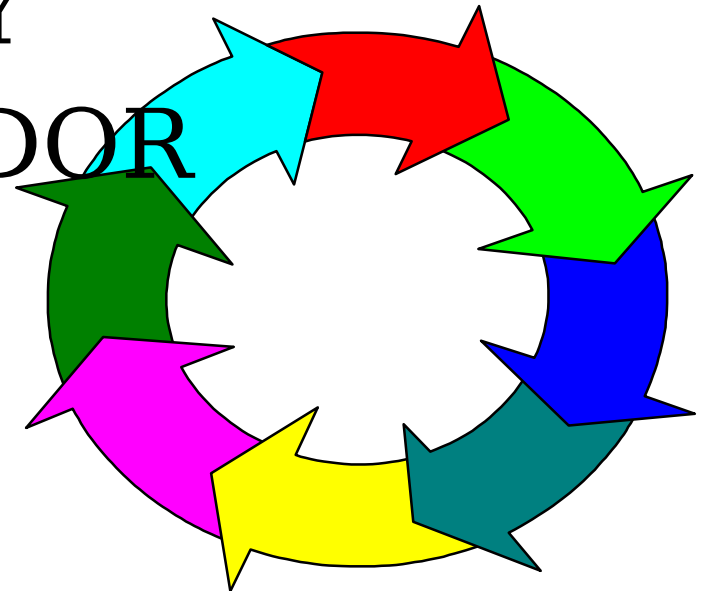


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# ***Purchase Process*** ***Making the Purchase*** **ROTATE VENDORS**

**DO NOT REPEATEDLY**  
**USE THE SAME VENDOR**





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## ***Purchase Process AXOL (USBANK) Input***



### **Cardholders:**

- **Get GFEBS PR/Eorder for every transaction**
- **Watch for transaction and match to PR/Eorder**
  - **Always confirm that the % FULFILLED Field is correct**
- **Match/approve transactions throughout the Billing Cycle**
- **Approve Monthly Statement on the 20<sup>th</sup> of the month**
- **Notify Billing Official for verification/final approval of transactions and Certification of Billing Statement**

### **Billing Officials:**

- **Print Monthly Billing Statement**
- **Check USBANK every week for all CHs**
- **Verify/Final Approve all transactions as they happen**
- **Certify Statement with MA/DA Button after CH**



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## ***Purchase Process AXOL (USBANK) Input***



### **Air Force Cardholders:**

- **Create and match orders**
- **Watch for transaction and match the orders**
  - **Always confirm that the % FULFILLED Field is correct**
- **Match/approve transactions throughout the Billing Cycle**
- **Approve Monthly Statement on the 20<sup>th</sup> of the month**
- **Notify Billing Official for verification/final approval of transactions and Certification of Billing Statement**

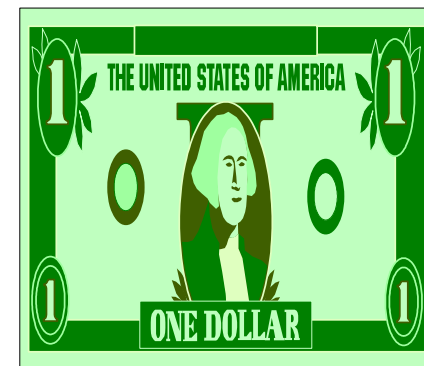
### **Billing Officials:**

- **Print Monthly Billing Statement**
- **Verify/Final Approve all transactions**
- **Certify Statement with MA/DA Button after CH approves their statement**



# Split Purchase

- Separating a **known requirement** that exceeds a cardholder's single purchase limit or threshold into two or more buys as a means of getting around the cardholder's purchase limit. No cardholder may fragment/split purchases that exceed the cardholder's limit or threshold as means to use the purchase card. To do so is a violation of federal procurement law (41 U.S.C. 427(b) and FAR 31.003(d))





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## ***THE SPLIT PURCHASE***

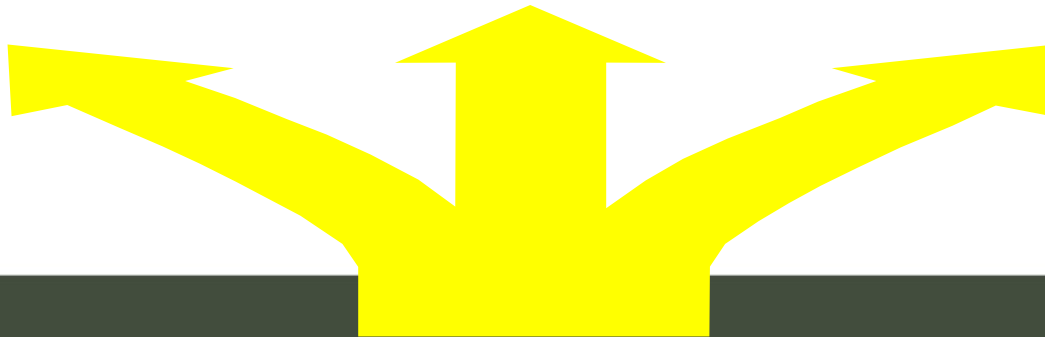
A requirement **MAY NOT** be **"SPLIT"** to STAY BELOW THE MICRO-PURCHASE thresholds of \$3,000 (SUPPLY), \$2,500 (SERVICES) and \$2,000 (CONSTRUCTION).

**NO:**

- **PURCHASES MADE FROM DIFFERENT VENDORS**
- **(when all items purchased "could" be purchased from one vendor)**
- **PURCHASES MADE ON DIFFERENT DAYS**
- **PURCHASES MADE BY DIFFERENT CARDHOLDERS**
- **Dividing the purchase between two different card accounts under the same billing official**

**\*\*REMEMBER:**

- **Your requirement is what is known at the time.**
- **Requirements are evaluated at the most macro level**
- **Any requirement in excess of the single purchase limit MUST go to the Contracting Office.**







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**and**

**IT'S THE LAW!!**





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# ***Dispute Procedures***

**Most common reasons for disputes:**

- **Unrecognized charges**
- **Items billed but not received**
- **Defective merchandise**

**90-Day window of opportunity from posting of charges**

**The cardholder works with vendor during the first 30 days  
(begins on the date of the charge)**

**Dispute if problem is not resolved - after the cycle has  
been certified**

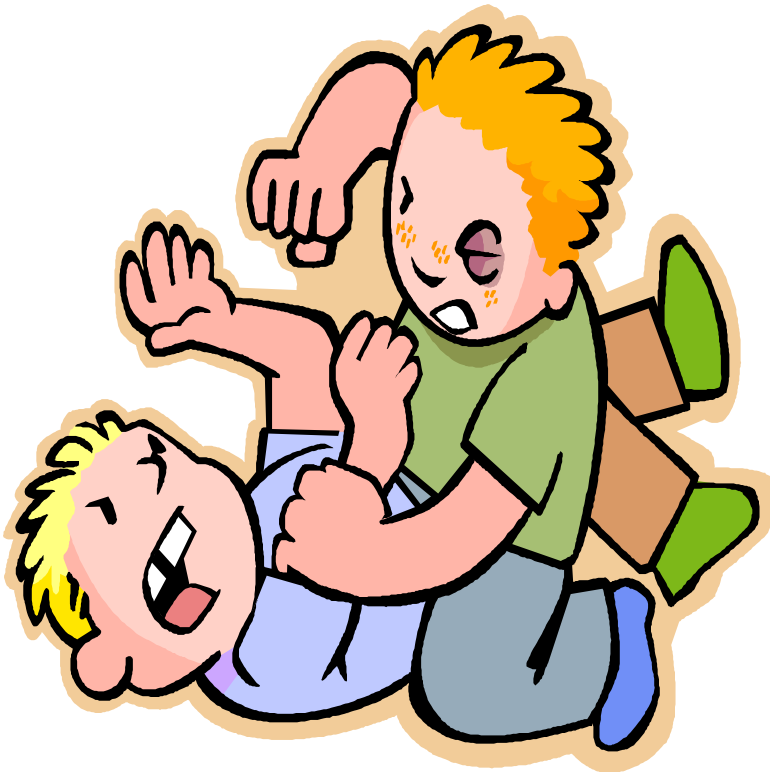
**CANNOT DISPUTE:**

- **Sales Tax**
- **Shipping and Handling Charges**
- **Service Quality**
- **Improper Transactions by Cardholder(s)**





# **Disputed Transactions**



**Billing  
statements must  
still be approved  
even if there is a  
disagreement  
between  
cardholder and  
merchant**



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*When placing orders,  
emphasize to  
merchants that the  
government does not  
pay sales tax*



U. S. Bank will **NOT**  
assist with the  
dispute if it  
involves:

- Sales Tax (State Tax Letters are available on GSA Smartpay Website)
- Shipping and Handling Charges
- Foreign Exchange



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# ***Dispute Procedures***



**Never dispute a transaction until AFTER  
the billing cycle  
has been certified!!**



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# ***REVIEWS***



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## ***File Requirements***

- **File documentation must tell a complete story from request to receipt.**
- **For auditing purposes the documentation shall contain:**
  - **Completed nomination forms**
  - **All training certificates (DAU, Classroom, Ethics, WBT, PCOLS, COL)**
  - **Delegation of Authority (CH) or Appointment Letter (BO)**
  - **Army SOP - CAN BE ON DISC**
  - **ACC USAR Center - ACC SOP - CAN BE ON DISC**
  - **Local(if applicable) or BO SOP (mandatory)**
  - **Supporting Documentation for purchases (i.e. request authorization forms, hand receipts, quotes from vendors, purchase invoice/receipts, memorandums for file, etc.)**
  - **BILLING OFFICIAL STATEMENT for every month**



**\*\*BO's must audit their files annually & have that report in the file.\*\***





## ***GPC Reviews***



- **BO Electronic Audits are done monthly by the AOPC**
- **Billing Officials are required to audit entire account to ensure compliance by all Cardholders, i.e. checking and utilizing mandatory sources of supply, complying with spending limitations, obtaining necessary authorizations, ensure proper accountability**
- **PCOLS automatically audits transactions in REAL TIME - BO WILL RECEIVE A PCOLS DATA MINING EMAIL and MUST COMPLY BY COMPLETING A REPORT**
- **Sample audit inspection checklists are located on the GPC Training Disk & on the website**



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## **GPC Reviews**



### **COMMON INSPECTION DEFICIENCIES**



- **Transactions are not explained CLEARLY: must state what & why on pre approval or on a memo**
- **Failure to use mandatory sources of supply**
- **Missing Pre-approvals**
- **Property book / Hand Receipt coordination**
- **Split purchases**
- **Payment of sales tax**
- **Missing required documentation to explain purchase**
- **Files not organized according to SOP**





## ***REPEATED REVIEW VIOLATIONS***

- ***In keeping with the ACC GPC Policy, any repeated audit violations will result in a 30 day suspension from the close of the monthly electronic audit***
- ***The managing account is suspended - cardholders cannot use their cards for 30 days***



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# ***SMALL BUSINESS***



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## ***INCREASING OPPORTUNITIES FOR SMALL BUSINESSES***

**The DoD Programs received a Memo from the EXECUTIVE OFFICE OF THE PRESIDENT, Office of Management and Budget directing GPC holders to consider Small Business Establishments when making purchases from OTHER than Mandatory Sources of Supply**

**When using Mandatory Sources of Supply, preference should be given to Small Businesses.**

**The Dynamic Small Business Search Website:**

**[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)**

**is available to assist in finding Small Businesses to satisfy your requirement.**



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## **INCREASING OPPORTUNITIES FOR SMALL BUSINESSES**

- **There are 28 million small businesses in the U.S. -- which outnumber corporations 1162 to 1**
- **70% of small businesses are owned and operated by a single person**
- **Small businesses employ 57% of the country's private workforce**
- **60 to 80% of all new jobs come from small businesses**
- **Small businesses pay 44% of U.S. payroll**
- **Only 50% of businesses survive five years -- though most (70%) hit the two-year mark**
- **Small businesses create 13x more patents per employee than large patenting companies**
- **A small business went bankrupt every 8 minutes in 2009**



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***\$25,000 TRAINING CARD***





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## ***\$25K Training Cards***

▪ **The GPC shall be used as a method of payment for all commercial “off the shelf” training \$25,000 and below. Can not purchase supplies for someone on site to do training.**

▪ ***Only one Training GPC Card allowed per command:***

- ***One Billing Official***
- ***One Cardholder***
- ***Card can only be used for Training - NOTHING ELSE ALLOWED***
- ***Use for commercial, off the shelf, training***
- ***Bring in someone to do training or send people to receive training***

▪ **Training Procedures & Inclusions**

- **Compose a Memorandum for Record that includes:**
  - **Standard Form 182**
  - **Justification for the Training requirement**
  - **List of attendees that include their name, rank, contact number & unit information.**

- **One SF 182 can be used for all attendees. (SF182 is on the GPC DISC & WEBSITE)**





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# ***REGULATIONS***



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# ***Government Purchase Card (GPC) Regulation***

- **Army GPC SOP dated 1 October 2014**
  - Establishes policies and procedures for GPC program within the Department of the Army
  - Establishes Army-wide standards upon which to build specific directives governing the GPC program
  
- **ACC USAR Standard Operating Procedures (SOP)**
  - Defines the procedures and processes required to establish, maintain, and operate an effective and trustworthy Government Purchase Card (GPC) program.





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# ***Government Purchase Card (GPC) Regulation***

- **FAR 8, Required Sources of Supplies and Services**
- **DFARS 208 (FAR Supplement), Required Sources of Supplies and Services**
- **FAR 13.201 (b) GPC is Preferred for Micro-purchases**
- **FAR 13.301, Government-wide Commercial Purchase Card**
- **DFARS 213.301 (FAR Supplement), Simplified Acquisition Methods**
- **AFARS 5113.270 Use of the Government-wide Commercial Purchase Card**





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# ***UNCERTIFIED ACCOUNTS***



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# ***Government Purchase Card (GPC) Regulation***

## ***UNCERTIFIED POLICY***

**In FY09 the Army Reserve had the largest amount of delinquencies in the Department of the Army. Many were caused by being uncertified accounts.**

**Billing Officials have 5 business days after the end of the cycle (19<sup>th</sup>) to CERTIFY their account - on 6<sup>th</sup> day if not certified, your account is suspended and the card is turned off.**

**1st uncertified: 7 day suspension**

**2nd uncertified: 14 day suspension**

**3rd uncertified: 21 day suspension**

**4th uncertified: Termination of Billing Official**





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***Violations - DO NOT PURCHASE!!!***





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# Violation of Policy

- Cash advances: no gift cards
- *Travel related purchases* - Personal/TDY - use your TRAVEL CARD
  - NO: use of **EZ PASS/METRO/TOLLS** paid for with GPC
  - NO: purchase of airline, bus, train, or other travel related tickets
  - NO: purchase of meals, drinks, lodging or other travel related costs
- *Rental or lease* of land or buildings
- Repair of GSA leased vehicles
- Gifts or mementoes for individuals
- *Telecommunication services* (cellular or pager service) without written IT Office concurrence. Cost may never exceed \$2,500.00 for a twelve month period.
- Purchase of *telecommunication equipment and repairs* without written IT Office concurrence.
- Purchase of any WARRANTY - NOT ALLOWED
- GRATUITIES - NOT ALLOWED





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## ***Violation of Policy***

**ADP hardware or software without prior IT Office written concurrence.**

- **Repetitive Services exceeding \$2,500 per year e.g. janitorial, yard and maintenance service.**
- **Personal clothing or footwear, except in emergency situations or when authorized by the agency or regulation - no t-shirts with insignia**
- **Printing or copying services- FAR 8.802 prohibits directly contracting with commercial sources**
- **Construction services in excess of \$2,000.00 including repairs (Davis-Bacon Act: once you go over \$2,000 this LAW kicks in)**  
***NOTE: Painting is considered a construction service***
- **Purchases requiring third party payments - ie: PAYPAL\* -**  
**\*SEE EXCEPTION**



## ***Violation of Policy***

- Repetitive buys from the same merchant.
- Lack of documentation for a purchase.
- Failure to safeguard cards and account numbers.
- Cardholders/Billing Official authorizing the use of their cards by others.
- Unauthorized purchases.
- Splitting purchases to avoid spending limitations.
- Failure to certify payment on time, incurring interest penalties.
- Cardholders not getting orders and matching transactions throughout the month in AXOL.
- Approval of a Cardholder's statement of account by someone other than the Cardholder or Billing Official (or Alternate Billing Official).
- Cardholders returning merchandise to merchants for store credit vouchers instead of having credits issued back to their GPC accounts.



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## ***Violation of Policy***

### **UNAUTHORIZED PURCHASES**

- **Savings Bonds**
- **Dating and escort services**
- **Casino gaming chips**
- **Court costs, alimony, child support**
- **Bail and bond payments**
- **Tax payments**
- **Your child's tuition payments**
- **Car payments**
- **Plastic surgery**
- **Goods/Services intended for personal use**





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## ***Fraud and Misuse***

- Misuse - Intentional use of a government charge card for other than official government business constitutes misuse, and depending on the situation, may constitute fraud. Each agency develops and implements policies related to employee misuse of charge cards.
  - Purchases that exceed the cardholder's limit;
  - Purchases that are not authorized by the agency;
  - Purchases for which there is no funding;
  - Purchases for personal consumption, and
  - Purchases that do not comply with the policies that govern each particular card type.



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## ***Fraud and Misuse***

**Fraud - a deception deliberately practiced with the motive of Securing unfair or unlawful gain. Specific to our topic here, fraud can be an attempt to cheat the Government and corrupt its agents by using GSA SmartPay cards for transactions not part of official Government business. Like any deception, charge card fraud has its fair share of victims. GSA is posting this information to help you, your agency, and the Federal Government avoid being victimized. Fraud can come in many disguises, such as false emails, mail, or phone calls. Likewise, intentional misuse of a GSA SmartPay card by the cardholder can result in fraud. In addition, non-cardholder fraud involves the use of the charge card or cardholder information by an unauthorized person.**





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# ***Fraud and Misuse***

**Counterfeit Credit Cards** - To make fake cards, criminals use the newest technology to "skim" information contained on magnetic stripes of cards, and also to pass security features (such as holograms).

**Lost or Stolen Cards** - Often cards are stolen from a workplace, gym or unattended vehicle.

**Card Not Present (CNP) Fraud** - Internet fraud occurs whenever charge card information is stolen and used to make online purchases. Usually, a merchant will ask for the CVC code (located on the back of the card itself) to help prevent this type of fraud.

**Phishing** - Phishing occurs whenever a cardholder receives a fake email directing him or her to enter sensitive personal information on a phony website. The false website enables the criminal to steal information from the cardholder.

**Non-Receipt Fraud** - This occurs whenever new or replacement cards are mailed and then stolen while in transit.

**Identity Theft Fraud** - Whenever a criminal applies for cards using another person's identity and information, this type of fraud occurs.





**USE THE GPC CARD PROPERLY!!  
IF YOU THINK THERE ARE NOT REPERCUSSIONS,  
THINK AGAIN!**

**As a result of the program managers monthly audits of the transaction reports, irregularities were observed. As a result, an AR 15-6 investigation was requested by the commander.**

**The Article 15-6 Investigation uncovered multiple findings as a result of an unfavorable review with multiple split purchases and a lack of documentation. Although the investigation is still on-going, the following has already occurred - 1 employee was removed from federal service, 4 employees resigned, 3 employees had a letter of reprimand and 3 employees received suspensions without pay.**



## **RECENT ARTICLES ON MICROPURCHASES**

**DoD Workers Ring up \$5 million in improper card purchases**

**Employees put \$30,000 worth of Starbucks on government issued credit cards.**

**Feds have 'gone wild' with taxpayer funded credit cards.**

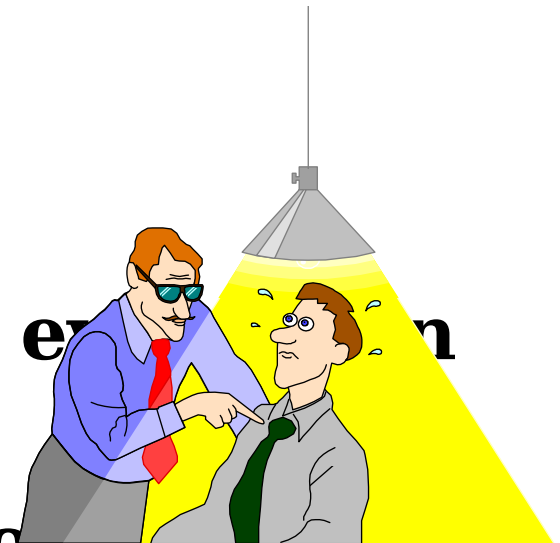
**Steak and Cocktails? Lingerie? Charge it to the Taxpayer?**

**Credit Cards Used for Wine**



# **Disciplinary/Administration Actions**

- **Counseling**
- **Notation in performance evaluation**
- **Reprimand**
- **Suspension or Termination**
- **Criminal Prosecution**
- **Cardholder/Billing Official may be liable to repay unauthorized transactions**





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**When in doubt, request advice from your ACC-NJ Agency Program Coordinator before you make the purchase.**





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# ***EXCEPTIONS***



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**USE THE GPC CARD PROPERLY!!  
IF YOU THINK THERE ARE NOT REPERCUSSIONS,  
THINK AGAIN!**

**As a result of the AOPCs auditing monthly transaction reports, irregularities were discovered in one of the managed programs. In response to the audit findings, an AR 15-6 investigation was requested by the commander.**

**The Article 15-6 Investigation uncovered findings that included multiple split purchases and a lack of purchase documentation. Although the investigation is still on-going, the following has already occurred - 1 employee was removed from federal service, 4 employees resigned, 3 employees had a letter of reprimand and 3 employees received suspensions**





# **Lessons Learned for CC Participants Monthly Account Auditing**

- **In order to ensure a fraud free GPC program, program managers are always looking and questioning activity on a GPC account.**
- **Monthly transaction reports are generated.**
- **All questionable transactions are investigated.**
- **Improper transactions are immediately turned over to the agency criminal investigative branch.**
- **Adverse personnel action is taken to ensure compliance with program policies and to**





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## ***EXCEPTIONS***

**Cardholders are prohibited from purchasing items for personal convenience/not for official Government use - All appliances, handheld/portable electronic devices and clothing**



### **LIMITED EXCEPTION:**

**If the purchase is deemed proper, usually by an O6 or above, mission essential and a necessary expense of operating the facility, subject to certain requirements, this can be considered an exception: ie: for a breakroom.**

**DOCUMENT THE APPROVAL IN WRITING AND FILE WITH THE PURCHASE DOCUMENTS - add notes to AXOL also**



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## ***EXCEPTIONS***

**Cardholders are prohibited from purchasing bottled water or water service**

### **LIMITED EXCEPTION:**

- **If an agency has a Written report, from an outside water testing agency, determining that the only available water supply is harmful if consumed.**
- **If there is no water available (guard shack)**
- **Emergency responders**





## ***EXCEPTIONS***

**Cardholders are prohibited from purchasing “give-away” items such as trophies, awards plaques and mementoes for farewells**

### **LIMITED EXCEPTION:**

- **The purchase of give-away items in support of employee recognition programs or by recruiters may be authorized if accomplished within the authorizing regulation or an approved awards program.**
- **Commander's Coin in accordance with current regulation**





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## **EXCEPTIONS**

### **Unit Coin Medallions (UCM) Policy 11 October 2007**

**UCMs are custom minted coins that are presented by an authorized individual as an on-the-spot recognition for exceptional service or accomplishment.**

**Units can NOT spend more than \$5,000 on UCMs in any one Fiscal Year (FY) unless they have Chief of Staff, FORSCOM or USARC, approval.**

**UCMs can NOT be given to Contractors. UCMs can be given to Soldiers, DA Civilian employee, or volunteers.**



**\*\*Unit is Battalion Level**



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## ***EXCEPTIONS***

**Cardholders are not authorized to purchase business cards**

### **LIMITED EXCEPTION:**

**Printing of business cards using existing software and agency purchased card stock for use in connection with official activities**





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# ***Manufacturer Rebates***

**Manufacturer Rebates are the property of the U.S. Government.**

- Rebate checks shall be made out to the U.S. Treasury and not individuals, i.e. Billing Official or Cardholder.
- If property is offered in lieu of a Rebate check, the property belongs to the U.S. Government.





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## **STANDARDS OF CONDUCT AKA ETHICS**

**All misconduct committed by a GPC holder or  
Billing Official can result in:**

- CIVIL (MONEY) or
- CRIMINAL PENALTIES (JAIL AND/OR MONEY)
- 
- ADVERSE PERSONNEL ACTION

**REMEMBER: YOU ARE RESPONSIBLE**





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## ***STANDARDS OF CONDUCT ETHICS***

- (a) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.**
- (b) Employees shall not hold financial interest that conflict with the conscientious performance of duty.**
- (c) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.**
- (d) An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.**
- (e) Employees shall put forth honest effort in the performance of their duties.**
- (f) Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.**



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## ***STANDARDS OF CONDUCT ETHICS***

- (g) Employees shall not use public office for private gain.**
- (h) Employees shall act impartially and not give preferential treatment to any private organization or individual. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.**
- (j) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.**
- (k) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.**
- (l) Employees shall satisfy, in good faith, their obligations as citizens, including all just financial obligations, especially those such as Federal, state or local taxes - that are imposed by law.**
- (m) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap.**
- (n) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order."**



**U.S. Army Contracting Command**



# ***STANDARDS OF CONDUCT ETHICS***

## **REFERENCES:**

- **5 U.S. Code Section 7530, et seq.**
- **18 U.S. Code Section 200, et seq.**
- **41 U.S. Code Section 423**
- **Federal Acquisition Regulation**
- **DoD Regulation 5500.7R**
- **Joint Ethics Regulation**
- **Executive Order 12674**





**U.S. Army Contracting Command**



## **WELCOME EMAIL**

- **New Billing Officials & Cardholders receive EMAIL notification once their account has been setup**
  
- **BILLING OFFICIALS and ALTERNATE BILLINGS OFFICIAL:**
  - **Assigned USERID and Password**
  
- **CARDHOLDERS:**
  - **Login to Access Online to activate card**
  - **Create your USERID and Password on Access Online website**



## ***PCOLS Goals & Objectives***

- Gain an insight to why we use PCOLS
- Identify the different PCOLS applications and become more familiar with what they do
- Recognize the benefits of using PCOLS in your GPC program



## ***PCOLS History and Description***

- From 1996-2002 there were over 600 DOD and Inspector General audit reports issued
- Findings included systemic issues regarding:
  - Account reconciliation and certification
  - Administrative controls
  - Management oversight
  - Purchase card use
  - Separation of duties
  - Training



## ***PCOLS History and Description***

- In response, the Office of the Undersecretary of Defense chartered the **Charge Card Task Force** to evaluate departmental management and the use of cards issued under the GPC Program
- The Task Force developed **25 recommendations** that were to significantly improve the Departments charge card programs. Examples include:
  - Increase management and accountability
  - Strengthen internal controls
  - Enhance the capability of the workforce to accomplish assigned charge card responsibilities





## ***PCOLS History and Description***

- PCOLS is a DOD-wide suite of electronic systems that GPC officials use to improve the **management** and **accountability** within their GPC Program organizations
- PCOLS is comprised of **four applications**
- The government developed applications are **EMMA, AIM** and **PCOLS Reporting**. The Industry developed application is **DM/RA**
- PCOLS is **CAC enabled** to ensure secure authentication and non-repudiation. This enabling technology serves as a key internal management control



## ***PCOLS Benefits***

- Document GPC organizational hierarchy
- Visibility
- Automated capabilities
- Accountability
- Security
- Access to transaction history
- Real-time transaction monitoring
- Reporting capabilities



***U.S. Army Contracting Command***



# ***Overview of PCOLS Suite of Applications***



# PCOLS Sign-On and Referral System (SRS)

## Log on

Please select a method to log on:

Common Access Card	Token Redemption
<p>Click this button to log on to the Purchase Card Online System (PCOLS). Use this if you have already been assigned a role, redeemed the token, and wish to access the Authorization, Issuance, and Maintenance (AIM), DMDC Enterprise Monitoring and Management of Accounts (EMMA), PCOLS Reporting, or Data Mining/Risk Assessment (DM/RA) web applications.</p> <p><b>CAC Log on</b></p>	<p>Click this button if you have received a new token for a role and wish to redeem it. Be sure to enter the token into the textbox provided prior to clicking this button. By using this feature, cardholders will be given the option to accept or reject this role. For everyone else, this feature will allow you to accept your new role, and be able to log in with just your CAC in the future.</p> <p>Token: <input type="text"/></p> <p><b>Redeem Token</b></p>

### System Notifications

User Manuals, Training, and Deployment information for AIM, EMMA, and PCOLS Reporting is available at <https://acc.dau.mil/CommunityBrowser.aspx?id=213561>.

EMMA Release 4.3.6 was deployed on March 15, 2012. This release includes a fix to prevent end users from removing a role in the hierarchy when there are users still provisioned in any subordinate roles beneath it, as well as supplemental text within EMMA Token emails that provide more detailed instructions on what steps need to be taken in order to successfully complete the redemption process. Additional details can be found in the release notice, which is available at <https://acc.dau.mil/CommunityBrowser.aspx?id=376474>.

There is an issue with the November monthly report in the Risk Assessment portion of DM/RA. Due to this, the load of data for subsequent months has been delayed. The issue is being addressed and once resolved this message will be updated.



## ***Data Mining/ Risk Assessment (DM/RA)***

- DM reviews 100% of the purchase card transactions to provide near real-time transaction monitoring and history access
- Each transaction is assigned a **Risk Predictive Model** score
- The model flags 4% of all GPC transactions for review. **3% are flagged as potential high risk and 1% are flagged at random**



## ***Data Mining/ Risk Assessment (DM/RA)***

- Flagged transactions are required to be dispositioned by the Primary or the Alternate A/BOs, who received the notification email
- With every flagged transaction, a maximum of 13 questions must be answered
  - QUESTION 9: must select both “Detailed Transaction Receipt/Vendor Invoice” and “Detailed Cardholder Purchase Log” - this is accomplished by selecting the first choice & then holding down the “Ctrl Key” & selecting the second choice.
- Flagged transactions are time-sensitive and must be completed ASAP or they “go up the chain of command”



## ***Data Mining/ Risk Assessment (DM/RA)***

- **High risk transactions require an Independent Review by the A/OPC. In this case, a specific email notification is sent**
- **A/OPCs are notified by email when the A/BO has completed the review**
- **Independent reviews can be completed by the A/OPC after the A/BO has dispositioned the case**





## **PCOLS DATA MINING REVIEW**

**The Data Mining Application programmatically reviews 100% of the purchase card transactions and assigns a score. High risk transactions are subsequently referred for review by the Billing Official (BO). A statistically based sample of random transactions are also referred for review by the BO.**

### **DATA MINING HAS REVEALED**

- **Erotica products (“Condoms to Go,” “Pleasure Zone”)**
- **Girls Gone Wild videos (“GGW Videos”)**
- **1-week Caribbean vacation (“Vacation Express”)**
- **Five season football tickets (“New Orleans Saints”)**



## ***Review***

- Mandated for the elimination of fraud, waste and abuse
- Documents the GPC organizational hierarchy
- Provides security through the use of CAC enabled access
- Automates account issuance and maintenance
- Real-time monitoring of transactions

- Engages the supervision within the purchase card



# **Support**

## PCOLS Help Desk

Phone: 800-376-7783, com 269-961-7307, or DSN 661-7307

Email: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil)

Operation Hours: 24x7

## PCOLS Training Materials

- <https://acc.dau.mil/pcols>

Contains: Frequently Asked Questions (FAQs)

System User Manuals (EMMA, AIM, DM/RA,  
REPORTING)

DEERS Address Update and User Maintenance Portal

Links

Various Training Aids



**U.S. Army Contracting Command**



***Introducing Access<sup>®</sup> Online***

**Cardholder and Billing Official  
Training**

<https://access.usbank.com>



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# ***AXOL Instructions***

## **Logging On**

### **CARDHOLDERS**

- 1. Viewing Transactions**
- 2. Use a PR/Eorder for all transactions**
- 3. AF customers match and create orders**
- 4. Matching transactions and PRs as they happen  
- MAKE SURE THE PR HAS FUNDING & IS  
THE CORRECT PR**
- 5. Approve the Statement**

### **BILLING OFFICIALS**

- 6. Final Approval (for each transaction) - when  
matched**
- 7. Certify or Approve the Statement**



# U.S. Army Contracting Command



## Logging In

Welcome to Access Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Refresh Print Mail News RSS Feeds

Address <https://demo.access.usbank.com/> Go Links

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**Contact Us**  
**Login**

**Welcome to Access Online!**

Please enter the information below and log in.

Organization Short Name:

User ID:

Password:

[Forgot your password?](#)

[Register Online](#)

[Login](#)

**Organization Short Name**  
**User ID**  
**Password**

<https://access.usbank.com>



***U.S. Army Contracting Command***



# CARDHOLDERS







## U.S. Army Contracting Command



# Viewing Transactions

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### U.S. Bank Access® Online

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Transaction Management  
Account Information  
Reporting  
My Personal Information

---

Home  
Contact Us

#### Message from U.S. Bank

**Welcome!**

You are viewing Access Online, the latest innovation in our complete set of online financial tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

**Account Link to List of Transactions**

★ Log Out

**Account Activity**  
Select an Account

Purchasing Card  
\*\*\*\*\* 4444

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ACME69 Co

### U.S. Bank Access® Online

Transaction Management  
Transaction List  
Account Information  
Reporting  
My Personal Information

---

Home  
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#### Transaction Management

[Transaction List](#)  
View, review, allocate/reallocate and add comments to transaction information.

**Link to Transaction List**

Out

Transaction  
Management



**U.S. Army Contracting Command**



## ***Transaction Management***

- **Transaction list**
- **Disputes**
- **Transaction and order matching**
- **Transaction approval process**



# U.S. Army Contracting Command



Choose the Billing Cycle & Click the Search button to bring up a list of transactions within that

Card Account Summary

Transaction List

Transaction List

**Transaction Management**  
Card Account Summary with Transaction List

Account Number: 4716300005905691, DAMITA MARALDO  
[Create Order](#) | [Manage Orders](#) | [Trans List](#)

**[-] Card Account Summary** [Return to top](#)

Account Number: 4716300005905691 Total \$ (#) of Outstanding Orders: \$4,275.81 (6)  
Account Name: DAMITA MARALDO Total \$ (#) of Unmatched Transactions: \$51,940.19 (168)  
Billing Cycle Close Date: Open [Search](#)  
Total \$ (#) of Reallocated Transactions: \$0.00 (0)  
% of Transactions Reallocated: 0%  
Total \$ (#) of Transactions: \$7,998.24 (20)  
[Open Account](#)  
[Approve Statement](#) Statement Approval History  

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

**[-] Search Criteria** [Return to top](#)

Transaction Amount:  Purchase ID:  Approval Status:   
Order Match Status:   
Disputed Transactions:  Reallocated Transactions:   
Display  Transactions per page  
[Search](#) [Reset & Search with Defaults](#)

**[-] Transaction List** [Return to top](#)

Records 1 - 20 of 20  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Match	Trans Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending	05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	92321277154211023010SLF
<input type="checkbox"/>	Pending	05/20	05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	92321277154211023010SLF
<input type="checkbox"/>	Pending	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	92321277154211023010SLF
<input type="checkbox"/>	Pending	05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	\$508.40	05691	92321277154211023010SLF



# U.S. Army Contracting Command



## Transaction Detail Summary Tab

### Transaction Management

#### Transaction Detail

★ Log Out

Account Number: 4716300005905691, DAMITA MARALDO

[Create Order](#) | [Manage Orders](#) | [Trans List](#)

Select to see % Fulfilled

#### Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
		05/20	05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	9232127715421321DE

☒ Reviewed ☐ Disputed ☐ Matched ☐ Exception ☐ Reallocated

Summary **Matched Order** Allocations Comments Approval History

The Summary tab shows high-level transaction information.  
To initiate a dispute, click the "Dispute Transaction" link.

#### Transaction

**Date:** 05/20/2006  
**Purchase ID:** 05691  
**Total Amount:** 1,195.56

**Memo Post:** Yes

**Sales Tax:** 0.00  
**Freight:** 0.00

#### Merchant

**Name:** DOD EMALL  
**City/State:** BATLE CREEK, MI  
**Transaction Type:** SALES DRAFT  
**MCC Code:** 9399  
**MCC Description:** GOVERNMENT SERVICES-OTHER

#### Reference Information

**Billing Cycle:** Open  
**Posting Date:** 05/24/2006  
**Reference Number:** 4716300005905667  
**Authorization Number:** 067852

#### Extract Date(s)

**Most Recent Standard Financial Extract:**  
**General Ledger Extract:**  
**Payment Extract:**

#### Currency

**Source Currency:** U.S. Dollar  
**Source Currency Amt:** 1,195.56

### Dispute Information

#### Dispute

Dispute information is only reflected for disputes submitted through this system.

- none

#### Sales Draft Requests

- none

[Dispute Transaction](#)

### Transaction Detail

### Dispute Transaction

link



**U.S. Army Contracting Command**



# Matching PRs to Transactions

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ACME04 CP Organization

**U.S. Bank Account**

**Order Management**

- Order Maintenance
- Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- My Personal Information

Home  
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**Order Management**

**Order Maintenance**  
View, create, maintain, delete, and/or suspend order records.

- Create New Order Record

**Match Multiple Orders to Transactions**  
Manually match an unfulfilled order to unmatched transaction(s).

**NEVER CREATE ORDERS!!!!**

★ Log Out

**Order Management**



## Matching Multiple Orders and Transactions

### Match Multiple Orders To Transactions

#### Select Transactions to Match

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to [Search](#)[Reset](#)[Match To Order](#)

#### Unfulfilled Orders to Match

Select	Order Date	Amount	Order Number
<input type="radio"/>	08/04/2005	\$500.00	12341234
<input type="radio"/>	08/04/2005	\$500.00	12341234
<input type="radio"/>	10/21/2004	\$200.00	1234567890

Order Not Unique

Select a PR

[Match To Order](#)

Match to Order button

Date Range - Unmatched Transactions Available to Match:

 to [Search](#)[Reset](#)[Check All Shown](#) | [Uncheck All Shown](#)

#### Unmatched Transactions Available to Match

Select	Trans Date	Amount	Transaction ID
<input type="checkbox"/>	07/08	\$56.20	63
<input type="checkbox"/>	07/08	\$49.00	00000000000000000000
<input type="checkbox"/>	07/07	\$799.26	9330007135510

Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

Select the correct Transaction



## U.S. Bank Access® Online

### Order Management

[Order Maintenance](#)  
[Match Multiple Orders](#)

### Transaction Management

### Account Information

### Reporting

### My Personal Information

[Home](#)

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## Are You Sure?

Matching will replace existing transaction allocations.

Do you still wish to continue?

[Yes, Match](#)

[Cancel Match](#)

★ [Log Out](#)





# U.S. Army Contracting Command



## CHECKING THE % FULFILLED FIELD

U.S. Bank Access® Online

United States Army  
Our Payment Products Logout

**usbank.** Transaction Management  
Managing Account Summary with Card Account List

Managing Account Number: 4716304550806534, CHRISTOPHER THOMPSON  
Managing Account ID: 312095191053

Create Manage Managing Acct List Trans List

[-] Managing Account Summary

Account Number: 4716304556866534 Account Name: CHRISTOPHER THOMPSON

Cycle: Open Search Display All Card Accounts for All Managing/Division Accounts

Total # Card Accounts: 1 Total Fees: \$0.00  
Open Card Accounts: 1 Total Transactions: \$750.00  
Suspended Card Accounts: 0 Cardholder Approved Transactions: \$750.00  
Previous Statement Balance: \$2,134.21  
Payments Since Previous Statement: \$0.00

[-] Closed Account

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[+] Search Criteria Return to top

[-] Card Account List Return to top

Records 1 - 1 of 1  
Show/Hide Posted | Show/Hide Approved | Show/Hide First Approved | Show/Hide Reallocated | Show/Hide Disputed

Select	Account Number	Account Name	MA/DA Number	Cycle Date	Posted	Approved
					# of Trans \$ of Trans	# of Trans by CH % \$ of Trans by CH %
	4716304556866534	DAVID P ZYLMAN	4716304556866534	Open	1 \$750.00	1 100.0% \$750.00 100.0%

Open Account

Records 1 - 1 of 1

Approve Card Acct Statement

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© 2014 U.S. Bankcorp R214.10630.0 eol 10 04-30-2014 12:57:57 CDT

Select Account Number



## Select the **APPROVED** status to open

U.S. Bank Access® Online

Transaction Management  
Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*0181, DAVID P ZYLMAN  
Card Account ID: 310095040647

Create | Manage | Managing Acct List | Trans List

**Card Account Summary**

Account Number: 0181      Outstanding Orders: \$15,051.19 16  
Account Name: DAVID P ZYLMAN      Unmatched Transactions: \$0.00 0

Billing Cycle Close Date: Open      Search      Print Account Activity

Total Transactions: \$750.00 1      Final Approved Transactions: \$0.00 0  
Reallocated Transactions: \$750.00 1      % Final Approved Transactions: 0.0% 0.0%  
% Reallocated Transactions: 100.0% 100.0%

Open Account

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

**Search Criteria**

**Transaction List**

Records 1 - 1 of 1

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Co
<input type="checkbox"/>	Approved		<input checked="" type="checkbox"/>	04/23	04/24	NORTHEAST SANITATION I	978-579-0015, MA	\$750.00		000000000000000000		202010D14314

☒ Disputed   ☐ Matched   ☐ Exception   ☒ Reallocated   ☐ Trans Detail Level   ☐ Extracted

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

Match to Order

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R214.10630.0    col 10    04-30-2014 13:02:42 CDT



# U.S. Army Contracting Command



## Select the MATCH tab

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United States Army

Our Payment Products Logout

**usbank** Transaction Management Transaction Detail

Card Account Number: \*\*\*\*\*0181, DAVID P ZYLMAN  
Card Account ID: 312095040647

Create Manage Managing Acct List Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
DD		04/23	04/24	NORTHEAST SANITATION I	978-579-0015, MA	750.00	II	000000000000000000	202010D14 314723TROT JA57AM S.0016 941.1.008      N N

☒ Disputed ☐ Matched ☐ Exception ☐ Trans Detail Level ☐ Reallocated

Summary Match Allocations Comments Approval History

The Approval History tab displays approval actions taken on a transaction.

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
zylman, david p	04/28 09:49	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

Key for Approver Modifications:

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

[Back to Transaction List](#)

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R214.10b30.0 col 10 04-30-2014 13:08:46 CDT



# U.S. Army Contracting Command



## % Fulfilled must be 0 - 100%

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United States Army  
Our Payment Products Logout

**usbank** Transaction Management  
Transaction Detail

Card Account Number: \*\*\*\*\*0181, DAVID P ZYLMAN  
Card Account ID: 312095040047  
[Create](#) [Manage](#) [Managing Acct List](#) [Trans List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
		04/23	04/24	NORTHEAST SANITATION I	978-579-0015, MA	750.00		000000000000000000

☒ Disputed ☐ Matched ☒ Exception ☐ Trans Detail Level ☐ Reallocated

[Summary](#) [Match](#) [Allocations](#) [Comments](#) [Approval History](#)

The Match tab provides information on what the transaction has been matched to.  
To view the details, click on the "View Matched Order" link.  
To unmatch, click the "Unmatch" button.

**Matched Order** [View Matched Order](#)

Order Date: 04/19/2014 Unique Control Number: Yes Match Status: Partial  
Control Number: 2100575856-00010 Source: ARMYGFEBS % Fulfilled: 37.50%  
Amount: 2000.00 Match Source: 1dpzylman Last Match Date: 04/28/2014  
Merchant Name: FY14 MAY UNH OMA Account #: \*\*\*\*\*0181

[Unmatch](#)

**Line Item Detail - Order**

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount	Item Commodity Code	Usage Code
	FY14 MAY U OF NEW HAMPSHI	1.0000	AU	2000.00	2000.00	100.00		

<< [Back to Transaction List](#)

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R214.10b30.0 cool 10 04-30-2014 13:15:59 CDT

0 to 100%  
\$100 maximum



# U.S. Army Contracting Command



## To see transactions matched to this PR

U.S. Bank Access® Online

Transaction Management  
Transaction Detail

Card Account Number: \*\*\*\*\*0181, DAVID P ZYLMAN  
Card Account ID: 31299940947

Create | Manage | Managing Acct List | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
DD		04/23	04/24	NORTHEAST SANITATION I	978-579-0015, MA	750.00	DD	00000000000000

Disputed Matched Exception Trans Detail Level Reallocated

Summary | Match | Allocations | Comments | Approval History

The Match tab provides information on what the transaction has been matched to.  
To view the details, click on the "View Matched Order" link.  
To unmatch, click the "Unmatch" button.

**Matched Order** [View Matched Order](#)

Order Date: 04/19/2014 Unique Control Number: Yes Match Status: Partial  
Control Number: 2100575856-00010 Source: ARMYGFEB5 % Fulfilled: 37.50%  
Amount: 2000.00 Match Source: 1dpzylman Last Match Date: 04/28/2014  
Merchant Name: FY14 MAY UNH OMA Account #: \*\*\*\*\*0181

Unmatch

Line Item Detail - Order

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount	Item Commodity Code	Usage Code
	FY14 MAY U OF NEW HAMPSHI	1.0000	AU	2000.00	2000.00	100.00		

[Back to Transaction List](#)

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R214.10b30.0 col 10 04-30-2014 13:15:59 CDT

Select



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# CH Statement Approval

Address <https://access.usbank.com/cpsApp1/USBComServlet> Go

## U.S. Bank Access® Online

[★ Log Out](#)

- Order Management
- Transaction Management**
  - Card Account List
  - Transaction List
- Account Information
- Reporting
- My Personal Information

[Home](#) [Contact Us](#)

### Transaction Management

Card Account Summary with Transaction List

Card Number	Account #	Name	Switch Accounts
<a href="#">Create Order</a>	<a href="#">Card Acct List</a>	<a href="#">Trans List</a>	

#### [-] Card Account Summary

Account Number: XXXXXXXXXX  
Account Name: XXXXXXXXXX  
Billing Cycle Close Date: XXXX/XX/XX

Total \$ (#) of Reallocated Transactions: \$ 1,824.50 (8)  
% of Transactions Reallocated: 27%  
Total \$ (#) of Transactions: \$2,536.40 (11)

[Open Account](#)

[Approve Statement](#)

#### Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

#### [+] Search Criteria

[Return to top](#)

#### [-] Transaction List

[Return to top](#)

Records 1 - 10 of 10

[Check All Shown](#) | [Uncheck All Shown](#)

approve the  
cardholder's statement





# CH Statement Approval

## Transaction Management

### Card Account Summary with Transaction List

★ Log Out

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)

[Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [» Trans List](#)

#### [ - ] Card Account Summary

Account Number:

\*\*\*\*\*5691

Total \$ (#) of Outstanding Orders: \$20,416.53 (20)

Account Name:

DAMITA MARALDO

Total \$ (#) of Unmatched Transactions: \$51,901.99 (167)

Billing Cycle Close Date: 09/09/2006

[Search](#)

Total \$ (#) of Reallocated Transactions: \$0.00 (0)

% of Transactions Reallocated: 0%

Total \$ (#) of Transactions:

[Open Account](#)

**Approve Statement**

[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
-----------------	---------------	-------------

No statement approval history exists for this account.

Totals are for the account, not the selected cycle.





**U.S. Army Contracting Command**



# ***CH Statement Approval***

## **Transaction Management Card Account Statement Confirmation**

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

**Agree**

**Disagree**



***U.S. Army Contracting Command***



# BILLING OFFICIALS





U.S. Army Contracting Command



# Managing Account Certification



U.S. Bank Access® Online

System Administration  
Order Management  
Transaction Management  
Card Account List  
Transaction List  
Account Information  
Data Exchange  
Reporting  
My Personal Information

Home  
Contact Us

## Transaction Management Managing Account Summary with Card

Managing Account Number: Account # 13,1 Name [Switch Accounts](#)  
Role: Certified - BO [Switch Role](#)  
[Create Order](#) [Manage Orders](#) [Card Acct List](#) [Transaction List](#)

### [-] Managing Account Summary

Account Number: 4711 Number Account Name: NAN Name

Cycle: 07/18/2008

[Search](#)

Total # Open  
Open 07/18/2008  
Suspe 06/19/2008  
Previo 05/19/2008  
Payme 04/18/2008  
Op 03/19/2008  
Op 02/19/2008

[Certify MA/DA Statement](#)

Statement

Approval Status Approval Date Approved By

No statement approval history exists for this account.

[+] Search Criteria

[Return to top](#)

Click the **Search** button to bring up a list of transactions within that cycle.

Choose the billing cycle that you want to Approve from the drop down arrow. If you select Open you will be in the NEW cycle.

Transaction Management - Windows Internet Explorer

https://access.usbank.com/cpsApp1/USBComServlet

File Edit View Favorites Tools Help

Transaction Management

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Our Payment Products Logout

**usbank** Transaction Management  
Managing Account Summary with Card Account List

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration  
Order Management  
Transaction Management  
• Managing Acct List  
• Card Account List  
• Transaction List  
Account Information  
Reporting  
Data Exchange  
My Personal Information

Home  
Contact Us

Managing Account Number: 4716304556787607, DARREN DWYER [Switch Accounts](#)

Manage [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

**[-] Managing Account Summary**

Account Number: 4716304556787607 Account Name: DARREN DWYER

Cycle: 04/19/2010 [Search](#) [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts: 6 Total Fees: \$0.00  
Open Card Accounts: 2 Total Transactions: \$4,715.84 16  
Suspended Card Accounts: 0 Cardholder Approved Transactions: \$4,715.84 16  
Previous Statement Balance: \$5,271.02  
Payments Since Previous Statement: [\\$5,271.02CR](#)

[Open Account](#)

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

**[+] Search Criteria** [Return to top](#)

**[-] Card Account List** [Return to top](#)

Records 1 - 2 of 2  
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	Posted	Approved	Final Approved
			# of Trans \$ of Trans	# of Trans by CH % \$ of Trans by CH %	# of Trans % \$ of Trans %
<input type="checkbox"/>	3290	CHARLES E TUCKER	1 \$30.31CR	1 100.0% \$30.31CR 100.0%	0 0.0% \$0.00 0.0%
<input type="checkbox"/>	3416	BON WOLGAMOTT	15 \$4,746.15	15 100.0% \$4,746.15 100.0%	0 0.0% \$0.00 0.0%

[Open Account](#) [Approved](#)

Records 1 - 2 of 2

All of **us** serving you™

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Trusted sites 100% Desktop 1:24 PM

**Select to open Final Approved Box**

**Must be 100% before you can certify.**

**Check means the cardholder has approved**



## U.S. Army Contracting Command



# Managing Account Certification

### [ - ] Search Criteria

[Return to top](#)[Advanced Search](#)

Transaction Amount:  \$  Purchase ID:  Approval Status:

Order Match Status:

All Matched

Disputed Transactions:  Reallocated Transactions:

Display  25 Transactions per page

[Search](#)

[Reset & Search with Defaults](#)

Must select each transaction one at a time to approve

### [ - ] Transaction List

[Return to top](#)

Records 1 - 8 of 8

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>		Final Approved		05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	111111111 2222222 33333
<input type="checkbox"/>		Final Approved		05/20	05/24	DOD EMAIL	BATLE CREEK, MI	\$1,195.56	05691	111111111 2222222 33333
<input type="checkbox"/>		Final Approved		05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	111111111 2222222 33333
<input type="checkbox"/>		Approved		05/20	05/21	PLATT ELEC SUPPLY 0057	5036416121, UT	\$38.20	05691	111111111 2222222 33333
<input type="checkbox"/>		Approved		05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$185.00	05691	111111111 2222222 33333
<input type="checkbox"/>		Approved		05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$96.12	05691	111111111 2222222 33333
<input type="checkbox"/>		Approved		05/18	05/19	DOD EMAIL		295.49	05691	111111111 2222222 33333
<input type="checkbox"/>		Approved		05/18	05/19	DOD EMAIL		\$53.83	05691	111111111 2222222 33333

☐ Disputed ☐ Matched ☐ Exception ☐ Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 8 of 8

[Reallocate](#)

[Mass Reallocate](#)

[Match To Order](#)

[Approve](#)

[Reject](#)

Approve

Select to if unknown transaction or Not matched correctly to PR



# U.S. Army Contracting Command



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Transaction Management  
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Account Information  
Data Exchange  
Reporting  
My Personal Information

Home  
Contact Us

### Transaction Management Managing Account Summary

Managing Account Number:  
Role: Certified - BO

Account #

Create Order Manage Orders Card Acct List Trans List

#### [-] Managing Account Summary

Account Number: 47 Account #

Cycle: 07/18/2008

Search

Total # Card Accounts: 3  
Open Card Accounts: 1  
Suspended Card Accounts: 0  
Previous Statement Balance: \$0.00  
Payments Since Previous Statement: \$0.00

Open Account

Certify MA/DA Statement

Statement

Approval Status Approval Date Approved by  
No statement approval history exists for this account.

[+] Search Criteria

[Return to top](#)

★ Log Out

**How Do I get Back Here?** Click this Link to get back to this screen from the Trans List.

**NOTE: BOs will only be able to certify if ALL transactions have been final approved AND statements have been approved.**

**IF: MA/DA button is greyed out, select a different cycle then return to current**

**Certify MA/DA Statement**





U.S. Army Contracting Command



# Managing Account Certification

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Transaction List  
Account Information  
Data Exchange  
Reporting  
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Home  
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**Transaction Management**  
**Managing Account Statement Confirmation**

★ Log Out

Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper payment except as may be noted herein or on supporting documents.

☐ Agree

**Agree**

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## **IN CLOSING**

- **BILLING OFFICIALS:**
  - Set up a system that follows our guidelines
  - Contact ACC staff for questionable purchases
  - Use the FAQ folder & document for questions
  - Review cardholder transactions **WEEKLY**
  - Remind cardholders to match transaction immediately after item is purchased to the correct PR
  - Always check the % **FULFILLED** Field - reject if incorrect
  - Complete **PCOLS** Reviews when received
  - Ce





## **U.S. Army Contracting Command**



- **CARDHOLDERS**

- **Use the FAQs on the CD or Website**
- **Use Mandatory Sources for purchases - DOCUMENT DOCUMENT**
- **Get written approval before purchasing**
- **Match & approve orders immediately after purchase to PR**
  - **MAKE SURE YOU MATCH TO THE CORRECT PR**
  - **CHECK THE % FULFILLED FIELD**
- **Keep all receipts & add comments in AXOL when necessary**
- **Approve your transactions during the cycle AS THEY HAPPEN**
- **Approve your statement once the cycle closes**
- **FOLLOW ALL THE RULES - IT IS THE LAW**





**U.S. Army Contracting Command**



## **Questions ?**

